



TEST TAKING TIPS

Know the Facts

There are several types of tests, and several things you can do to improve the scores you receive when taking tests. Not all tests require you to actually go to a testing site and sit for an exam.

Always read job announcements carefully, (sometimes the test type will be listed on the announcements) and be sure to complete your application materials accurately and thoroughly. Too much information is always better than not enough. Also, if you are submitting application materials by mail, allow extra time for delivery to make sure that you may be invited to an exam.

Before A Test

Study if you can

If you know that you have weaknesses in a particular area, get help before the exam. You may also want to reference the knowledge, skills and abilities listed on the job specification sheet as possible study areas.

Arrange transportation

Make sure that you have reliable transportation to the exam and that you know where you are going. Get directions in advance and take a trial run to the test site if needed.

Allow plenty of time

Leave early to arrive at your test destination on time. If you arrive late for your exam you may not be admitted to take the test.

Be prepared

Gather any materials you need to bring with you to the test site. It is also a good idea to bring an extra pencil and/or pen, and a watch. Being prepared helps you stay focused.

Stay relaxed and comfortable

Think positively and don't allow yourself to get anxious. If you get nervous during a test, close your eyes and take a few deep breaths to relax.

When you arrive at the test site, pick a seat that will be comfortable for you, ensuring that you will have enough room to do your work.

More Than One Type of Test

Written

There are several types of written tests (tests taken with paper and pencil). Written tests are designed to measure a candidate's knowledge, skills and abilities as related to particular job behaviors. Written tests are generally used for entry level or non-managerial type jobs, and jobs in which there is a large applicant pool.

Examples of written test question formats:

- Multiple Choice
- True/False
- Matching
- Fill In The Blank
- Essay

Qualification Supplement

This is a supplement to your original application paperwork that is normally mailed to you for completion. It requires you to answer a series of questions about your experiences and how they are related to the knowledge, skills and abilities required for that particular job. You may also be asked to rate yourself on certain items.

Training and Experience (T&E)

This is an evaluation of your training and experience that is based on the information you provided in your application and/or resume. The more training and experience you have above the minimum qualifications of the job, the higher ranking or test score you tend to receive.

Oral Exam

This is a selection device that uses structured questions, that are based on job related content, and answers are evaluated against objective standards. This type of examination is most effective in measuring areas such as communication, interpersonal skills, problem

solving, and supervisory and management abilities.

Work Sample

A work sample test is one in which an applicant is given a sample of work that is actually performed on the job and asked to complete a particular function. As such, aspects of work processes and/or outcomes will be observed and scored. For example, a candidate for an office job may be seated at a computer and asked to prepare a final copy of a typed memo, which contains hand written changes.

Assessment Center

In an assessment center, multiple observers make a standardized evaluation of an applicant based on behaviors the applicant exhibits while completing a set of exercises. Applicants are given an individual evaluation, but may be placed in groups while performing the exercises. By observation, those individuals that demonstrate the behaviors necessary to perform in the position are identified.

Tips For Taking Written Exams

Read all instructions carefully before beginning

Remember that following instructions is also part of the test. Don't take the chance of making a costly mistake because you didn't take the time to read the directions.

Don't talk to other applicants during the exam.

Even a simple request such as asking to borrow a pencil from your neighbor, can be perceived as trying to cheat. Any questions you have during an exam should be asked of the test monitor(s).

Check your answer sheet

Fill in answers on your answer sheet carefully. Make sure that the number you are answering corresponds to the number of the question.

Also be sure to correctly complete your social security number or any other identifying numbers on your answer sheet. Most importantly don't

forget to write your name. Make sure you fill in the blanks or bubbles on the answer sheet completely so that the machine that grades the test can accurately record your answers.

Monitor the time

Most written examinations are timed. Be sure you allow yourself enough time to answer all parts of the test, not just the hardest or easiest. Also, if you don't know an answer, skip that question and move on. You can go back to the questions you weren't sure of when you have completed the rest of the test.

Answer the questions

If you don't know the answer, you should always guess unless instructed otherwise. You will receive credit for a correct guess; you won't receive anything for an unanswered item. Also, go with your first choice, it's usually correct. Don't change your answer unless you are absolutely sure about the correction.

Double check your answers if time allows

Did you answer the questions asked? Do your answers look reasonable? Are your calculations correct?

When taking an essay or fill in the blank exam, proofread your writing to eliminate spelling, grammar and punctuation mistakes. Particularly for essay tests, think before you write by making a brief outline to ensure you touch on all areas you wish to discuss.

For math questions, double check your work. Make sure you have placed decimals in the right place or stated fractions or percentages correctly.

Hand in your paper when time is called

When the test monitor announces "time is up", promptly turn in all testing materials.

HUMAN RESOURCES

MDOT WEBSITE
www.marylandtransporation.com

MVA JOB LINE
410-424-3135

MDOT INTEREST FILE
410-865-1073

For more information, including the information found in this brochure, please check the following resources:

Human Resources Selection, Gatewood, Robert and Field, Hubert S.

<http://www.studygs.net/tstprp.htm>

http://www.campusaccess.com/campus.web/student/s3acad_test.htm

<http://testtakingtips.com/test/gentest.htm>

TEST TAKING TIPS

Motor Vehicle Administration



Human Resources
6601 Ritchie Highway NE, Room 101
Glen Burnie, MD 21062